

§ 17.106 Receipt systems.

(a) Top Secret information shall be transmitted under a chain of receipts covering each individual who receives custody.

(b) Secret and Confidential information shall be transmitted by a receipt between activities and other authorized addressees, except that in lieu of receipts, the heads of Offices, Boards, Divisions and Bureaus may prescribe such procedures as are necessary to control effectively Secret and Confidential information.

(c) Receipts shall be provided by the transmitter of the material and the forms shall be attached to the inner envelope or cover.

(1) Receipt forms shall be unclassified and contain only such information as is necessary to identify the material being transmitted.

(2) Receipts shall be retained for at least two years.

§ 17.107 Transmission exceptions.

Exceptions to the transmission requirements for classified information may be authorized by the Department Security Officer, provided the exception affords an equal amount of protection and accountability as that provided by the requirements set forth above. Proposed exceptions that do not meet these minimum standards shall not be approved.

§ 17.108 General courier restrictions.

Appropriately cleared personnel may be authorized to escort/hand-carry classified material between their organization and an office to be visited, subject to the following conditions:

(a) The storage provisions of this regulation shall apply at all stops en route to the destination, unless the information is retained in the personal possession and constant surveillance of the individual at all times. The hand-carrying of classified information on trips that involve an overnight stopover is not permissible without advance arrangements for proper overnight storage in a Government installation or a cleared contractor's facility.

(b) Classified material shall not be read, studied, displayed, or used in any manner in public conveyances or places.

(c) When classified material is carried in a private, public, or Government conveyance, it shall not be stored in any detachable storage compartment such as automobile trailers or luggage racks.

(d) Security Programs Managers shall provide a written statement to all individuals escorting or carrying classified material aboard commercial passenger aircraft authorizing such transmission. This authorization statement may be included in official travel orders and should ordinarily permit the individual to pass through passenger control points without the need for subjecting the classified material to inspection. Specific procedures for carrying classified documents aboard commercial aircraft are contained in § 17.110. The Security Programs Managers shall ensure that employees carrying classified information abroad have obtained an official passport and other necessary documentations as required by the Department of State.

(e) Each organization shall account for all classified information carried or escorted by traveling personnel.

(f) Individuals authorized to carry or escort classified material shall be fully informed of the provisions of this subpart prior to departure from their duty station.

§ 17.109 Restrictions on hand-carrying classified information aboard commercial passenger aircraft.

Classified information shall not be hand-carried aboard commercial passenger aircraft unless:

(a) There are no other authorized means available to move the information to accomplish operational objectives or contract requirements in a timely manner.

(b) The hand-carrying has been authorized by the Department Security Officer or the Security Programs Manager or a designated Security Officer of the Office, Board, Division or Bureau concerned.

(c) The hand-carrying is accomplished aboard a U.S. carrier. Foreign carriers will be utilized only when no United States carrier is available and then the information must remain in the custody and physical control of the U.S. escort at all times.